

**INFORMATION FOR USING AND COMPLETING THE
NEW JERSEY UNIVERSAL PHYSICIAN APPLICATION (MC-5)
AND
NEW JERSEY PHYSICIAN RECREDENTIALING APPLICATION
(MC-6)**

1. The New Jersey Department of Banking and Insurance recommends that a physician download these forms and retain them for future use.
2. A physician should submit completed forms to the carriers in whose networks the physician is interested in joining, or the carriers' appropriate vendors. Information about how to direct the forms should be available from a carrier's Provider Relations or Credentialing offices. Physicians should NOT submit the completed forms to either the Department of Banking and Insurance or the Department of Health and Senior Services, because neither agency credentials health care providers. Forms and other related information misdirected to either agency will NOT be forwarded to any carrier or other organization.
3. Carriers are permitted to request information from physicians as part of the credentialing or recredentialing process in addition to what may be contained in the [New Jersey Universal Physician Application](#) or the [New Jersey Physician Recredentialing Application](#). However, the requested information cannot duplicate information already contained in the completed application. **Please note:** requests for primary or secondary source verification do not constitute a duplicate request for information.
4. The names of authorized Health Maintenance Organizations and other carriers having approved Selective Contracting Arrangements, with addresses and general contact information, are available at the New Jersey Department of Banking and Insurance's web site under the "[Managed Care](#)" topic.
5. Only carriers offering health benefits plans (that are managed care plans) in New Jersey, and vendors to whom the carrier has delegated network credentialing functions, are required to accept the New Jersey Universal Physician Application or the New Jersey Physician Recredentialing Application. Carriers offering other types of products using networks, and other organizations *may elect* to use the forms, to modify them, or use them to credential or recredential health care providers other than physicians, but

are not obligated to do so. Physicians should check with each organization to be certain what forms they may require.

6. While carriers offering health benefits plans (that are managed care plans) in New Jersey are required to accept the New Jersey Universal Physician Application or the New Jersey Physician Recredentialing Application, each carrier may also have an alternate set of forms available (or may authorize their vendors to use an alternate set of forms). Physicians cannot be required to use the alternate forms. However, physicians *may elect* to use the alternate forms rather than the New Jersey Universal Physician Application or the New Jersey Physician Recredentialing Application, if the alternate forms are more convenient. **Please note:** when a carrier (or its vendor) has its own form for recredentialing purposes, the form **MUST** be prepopulated with a physician's information when distributed to the physician.
7. There may be one or more national credentialing databases, data banks or repositories of health care providers that both a physician and the carrier *may elect* to use in lieu of completing the New Jersey Universal Physician Application or the New Jersey Physician Recredentialing Application; however, physicians cannot be compelled by a carrier to use such a database. There are certain standards that the database, data bank or repositories of health care providers must meet in order for their use to constitute an acceptable elective substitute for the New Jersey Universal Physician Application or the New Jersey Physician Recredentialing Application, including standards regarding accessibility, security features, and types of information collected.

The New Jersey Universal Physician Application and the New Jersey Physician Recredentialing Application, standards for their use, and standards for using alternative information collection methods are set forth in [N.J.A.C. 8:38C-1](#), under the authority of [N.J.S.A. 26:2S-7.1](#). A copy of the rules is available electronically on the Department of Banking and Insurance's website under the "[Managed Care](#)" topic at <http://www.state.nj.us/dobi>. Adobe Acrobat Reader is required to view the file.